

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Principal's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Principal's Name],

Subject: Request for School Transfer

I am writing to formally request the transfer of my child, [Child's Full Name], who is currently enrolled in [Grade/Class] at [Current School's Name]. Due to [reason for transfer, e.g., relocation, personal reasons, etc.], we will be moving to [New Location] and wish to enroll him/her in [New School's Name].

We would appreciate your assistance in providing the necessary documentation and information regarding the transfer process. Please let us know if there are any forms to fill out or procedures to follow. Thank you for your attention to this matter. We value the education our child has received at your school and hope for a smooth transition.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]